









February 2021



New UC Core Competency Model

The purpose of the 2020 UC Core Competency Model for staff is to serve as the basis of UC's integrated talent management strategy. Establishing core competencies at the systemwide level helps staff employees understand how UC views talent and promotes behaviors that reflect UC's vision and values. They build the foundation for the culture we want at UC. Developing a competency framework also provides for a consistent set of behaviors and shared language that can be used across the talent management life cycle, including, but not limited to:

- Employment, including job descriptions, job postings, recruitment and selection
- Compensation, including position classification and job family design
- Performance Management
- Career Development
- Succession Management

For more information, please visit the UCR Core Competency Model webpage.

Featured Training

Performance Management in Action

Thursday, February 25 - Friday, February 26, 2021

Learn the basics of identifying and communicating performance expectations, and how to hold a collaborative meeting with your team members to review their performance over the year.

Register: Performance Management in Action registration

Staff Assembly Professional Development

Lunch & Learn: Preparing for RetirementWhat to do to retire and what it's like after you do

Wednesday, February 17, 2021

Join the Zoom Meeting

Professional Development Conference – by Staff for Staff

Tuesday, March 23 - Thursday, March 24, 2021

This event will include two official tracks on general skill development and leadership, with two keynote speakers. The conference will take place virtually over Zoom using the Whova software platform.

More details to follow soon. For more information about Staff Assembly Professional Development, please visit the <u>UCR Staff Assembly website</u>.

LEAD R'Ship Series



How to Empower and Recognize Staff

Wednesday, February 10, 2021 | 11:00 a.m. - 12:00 p.m.

The Leaders in Excellence and Distinction (LEAD) program's mission is to foster engagement of staff by promoting professional development for future and current leaders. For more information about the LEAD program, please visit the Leaders in Excellence and Distinction (LEAD) website.

Register: <u>LEAD R'Ship Series Registration website</u>

Upcoming Programs and Classes

ComPsych – 2021 Personal Development/Work-Life Topics

Our partnership with ComPsych enables us to offer learning and personal enrichment opportunities throughout the year. The following workshops are offered at **no cost**:

Workshop	Date	Time	Campus Coordinator	Registration Link
The Art of Patience	2/11/21	1–2:00 p.m.	Lela Dennis	The Art of Patience
De-escalating Potentially Violent Situations	2/18/21	1–2:00 p.m.	Lela Dennis	De-escalating PotentiallyLink
Bringing Out the Best in Others	2/24/21	1–2:00 p.m.	Lela Dennis	Bringing Out the BestLink
Being Part of a Multigenerational Team	3/18/21	1–2:00 p.m.	Lela Dennis	Being Part of alink
How to Make a Habit of Success	3/25/21	1–2:00 p.m.	Lela Dennis	How to make a habitlink

For questions, please contact Employee & Organizational Development at <u>HRTrainingContacts@ucr.edu</u>.

HEOD Programs, Courses and Classes

Course Title	Description	Dates	Cost	Registrations Link
Eliminating Harassment, Intimidation and Bullying (HIB)	Eliminating Harassment, Intimidation and Bullying	2/09/21	None	Eliminating HarassmentLink

Franklin Covey's Leading at the Speed of Trust – LiveClicks	Develop, Restore and Extend Trust	2/16-18/21	\$157	Leading at the SpeedLink
Performance Management in Action	Identify / Communicate Performance Expectations	2/25-26/21	None	Performance Managementlink
Franklin Covey's The 4 Essential Roles of Leadership – LiveClicks	Inspire Trust, Create Vision, Execute Strategy and Coach Potential	3/03-05/21	\$161	The 4 Essential RolesLink
Eliminating Harassment, Intimidation and Bullying (HIB)	Eliminating Harassment, Intimidation and Bullying	3/09/21	None	Eliminating Harassmentlink
Franklin Covey's 6 Critical Practices for Leading a Team - LiveClicks	Empowering Your Team	3/16-18/21	\$161	6 Critical Practices for leadinglink
Franklin Covey's 7 Habits of Highly Effective People – LiveClicks	Timeless Principles of Effectiveness	3/30/21 - 4/1/21	\$158	7 Habits of Highly Effectivelink

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LinkedIn Learning on Demand Courses

Evergreen Courses Addressing Challenges in Today's Working Environment

- Communicating with Transparency
- Giving and Receiving Feedback
- Effective Listening

New Courses Tailored for Today's Unique Working Environment

- Supporting your Mental Health While Working from Home
- How to innovate and Stay Relevant in Times of Change

Performance Management

- Setting Expectations
- Providing Feedback

News



My UC Career

The My UC Career is a self-directed, online career development portal available to all UC employees. Career Development continues to be a focus area across the university and the portal provides a resource that supports employees in growing their UC career. A UC email address is all that is needed to register for an account.

The systemwide My UC Career portal provides access to job openings at all UC locations via the Systemwide Job Board, as well as resources and tools to create and refine resumes, write cover letters, identify strengths, practice interviewing and find professional networking opportunities.

SkillSoft eCourses

New eCoures available from SkillSoft on Resilience and Virtual Teams. To acces the course, please click on the title for eCourse for details.

People Management

Managing in a Crisis

Resilience					
Forging Ahead with Perseverance and Resilience	Take a Deep Breath and Manage Your Stress				
Organizations Change So Get Ready	The Art of Staying Focused				
Teams					
Becoming a Successful Collaborator	Navigating Challenging Situations with Diplomacy and Tact				
Virtual Teams					
Contributing as a Virtual Team Member	Cisco Webex Meetings: Organizing & Hosting Meetings				
Developing Your Resilience as a Healthcare Professional	Cisco Webex Teams: Using the Collaboration Tools				
Establishing Effective Virtual Teams	Google Hangouts Meet: Using Hangouts Meet on the Web				
Exploring Virtual Collaboration	Join me for Windows: Organizing, Hosting & Joining Meetings				
Facing Virtual Challenges	LogMeIn GoToMeeting: Organizing & Hosting Meetings				
Organize Your Physical and Digital Workspace	Microsoft Teams: Communicating via the App				
Skype for Business 2016: Getting Started					

ComPysch – Faculty Staff Assistance Program (FSAP)

FSAP Orientation

Wednesday, February 17, 2021 | 11:00 a.m. - 12:00 p.m.

The goal of this session is to familiarize you with all of the great resources that are available to you and your family members through GuidanceResources, brought to you by ComPsych. Join us to find out more about this great benefit. To register for this orientation, please visit the <u>UC Learning Center (LMS)</u>.

FSAP Manager/Supervisor Orientation

Thursday, February 18, 2021 | 11:00 a.m. - 12:00 p.m.

The goal of this session is to educate you about the program and to help you view the program as a tool for supporting your employees. Join us to find out more about this great benefit. To register for this orientation, please visit the <u>UCLearning Center (LMS)</u>.

Videos: FSAP Orientations

If you missed any of the FSAP Orientations, you can view the following orientation videos:

- FSAP Orientation
- FSAP Manager/Supervisor Orientation



To Boldly Go: A Conversation with Gary May on Being Black in Higher Education

On October 14, 2020, UCR's Black Faculty and Staff Association hosted a virtual conversation with Dr. Gary S. May, Chancellor of UC Davis. Chancellor. May spoke on the experience of being Black in the Higher Education environment. The event was moderated by Dr. Brian Haynes, UCR Vice Chancellor of Student Affairs, and included an introduction from UCR Chancellor Kim Wilcox.

Recording available in the UC Learning Center.

LEAD R'Ship Series

Relationship Building

If you missed November's Lead R' Ship Series on "Relationship Building" with Brittany Fraser and Lela Dennis, be sure to view the YouTube video – <u>Relationship Building</u>.

For more information about Leaders of Excellence and Distinction, visit the <u>Leaders of Excellence and Distinction</u> (LEAD) webpage.



Need training now? Visit LinkedIn Learning, via R'Space, and take advantage of curated collections.

Most enrollments are conducted through the UC Learning Center.

Need assistance with course fees? Apply for a Staff Assembly Professional Development Scholarship. Visit their website for more information: https://staffassembly.ucr.edu/scholarships.

Missed an issue of the Professional Development Monthly? Visit the <u>Professional Development Monthly webpage</u>.

To subscribe (opt-in) to the Professional Development Monthly, register in the <u>Hrtrainingnews listserv</u>.

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